



## REGIONAL HUMAN RESOURCES ASSISTANT

### Announcement # JB-11003

**Salary: \$13.00 - \$16.00 per hour    Series/Grade: NF 0203 02**

Naval District Washington - Fleet and Family Readiness Program

Department of the Navy Non-Appropriated Funds

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**LOCATION: REGIONAL NAF HUMAN RESOURCES SATELLITE OFFICE,  
JOINT BASE ANACOSTIA-BOLLING**

**OPENS: 14 January 2011**

**CLOSES: 14 February 2011**

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**AREA OF CONSIDERATION: ALL SOURCES**

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**REGULAR FULL TIME (35 – 40 hours per week) with Benefits**

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**TO APPLY:** Download forms on <http://www.cnic.navy.mil/NDW/About/Jobs/>. Submit ALL required forms to: Fleet and Family Readiness Program, Attn: HR Office, 12 Brookley Ave, Suite 108, Washington, DC 20032. *A résumé may be included with the required forms, but NOT in place of the OF-612 and OF-306.* Direct inquiries to: 202-767-8148.

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### **DUTIES AND RESPONSIBILITIES**

Responsible for performing a variety of personnel clerical duties to include recruiting personnel, processing personnel actions, including dental, medical, orientation, training, exit interviews, etc. Assist in supporting a personnel specialist coordinating activities, assisting in matters involving performance appraisals, answering questions regarding personnel policies, etc. Types a variety of material such as personnel action changes, forms, reports, award certificates, directives, etc. May prepare various personnel reports and statistics related to assigned functions. May operate computer to input data to update and maintain records, e.g., manning levels and other pertinent data.

### **MINIMUM QUALIFICATIONS:**

Minimum of one year experience that demonstrates the ability to perform the work of the position. Ability to interpret and apply rules, regulations and policies applicable to the program areas assigned. Must have knowledge of established clerical procedures. Knowledge of grammar, spelling, punctuation and capitalization. Ability to type. Must be able to obtain access to base computer system. Position subject to a successful background investigation.

**Visit our web site:**

**<http://www.cnic.navy.mil/NDW/About/Jobs>**

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**Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not cited on your resume/application you will be disqualified**

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining of satisfactory employment reference checks.

***As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.***

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.

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